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| Job Title | <u>Assistant Vice President, Community Support Services</u> | Job Code | <u>SD0734</u> |
| Pay Plan | <u>A&P</u> | Pay Grade | <u>22</u> |
| Union | <u>Non-Union</u> | FLSA Status | <u>Exempt</u> |
| Job Family | <u>Student Development & Enrollment Services</u> | Union Code | <u>0</u> |
| | | Subfamily | <u>Student Involvement/ Leadership</u> |

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Responsible for facilitating an inclusive shared learning experience for the students, faculty, and staff by helping to establish a socially just and engaged campus community. Provides leadership and guidance to Directors overseeing departments that represent underrepresented populations within the university setting. Serves as the main point of contact for multicultural, intercultural, spiritual and diversity programming, education, and oversight in SDES.

Representative Duties

1. Supervision & Budget

- Provides leadership, administration and supervision of the directors and other personnel, programs and services
- Oversees the facilitation of growth and development, ongoing training, goal setting, department mission and vision alignment to SDES Division transformative opportunities

2. Campus Climate

- Serves as the lead or co-lead in responding to Campus Climate Concerns
- Helps to develop policies and procedures, providing on-going training, serve as a campus resource to examine bias and discrimination, community liaison, provide supervision and guidance to 13 full-time employee, report stats to Office of Institutional Equity, UCF PD, and Office of Diversity and Inclusion
- Co-Leads the Campus Response team for Campus unrest/protest to examine and help to facilitate peaceful campus protest, create safer spaces for free speech to prevail and to help students and others engage in civil discourse

3. Divisional Diversity & Inclusion Program Initiative

- Serves as SDES Divisional Diversity and Inclusion Program facilitator for all USPS and A&P Employees, and Graduate Students
- Coordinates SDES Divisional Diversity Certification and Implementation-Phase I 500 Certification program in partnership with the Office of Diversity and Inclusion
- Develops, coordinates, implements, and oversees Diversity Education Units (DEU) continuous training and development-Phase II
- Advises SDES Diversity Executive Team, Office of Diversity and Inclusion SDES Liaison for campus work group and Diversity and Inclusion Bias Response Emergency Team

4. Hispanic Student Pathway Programs

- Leads an ongoing partnership with Valencia College
- Serves as the campus primary relationship manager to Dream UC Foundation nationally and campus lead

| Education, Experience, Skill Requirements | | |
|---|-----------------|------------------|
| | Required | Preferred |
| Education Level | Master's | Terminal Degree |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 8+ years of relevant work experience 5+ years of leadership experience OR 5+ years of relevant work experience with a Terminal Degree 5+ years of leadership experience | | |
| Additional Requirements | | |
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| Physical/Environmental Demands |
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| Standard office environment with no unique physical demands |

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.